
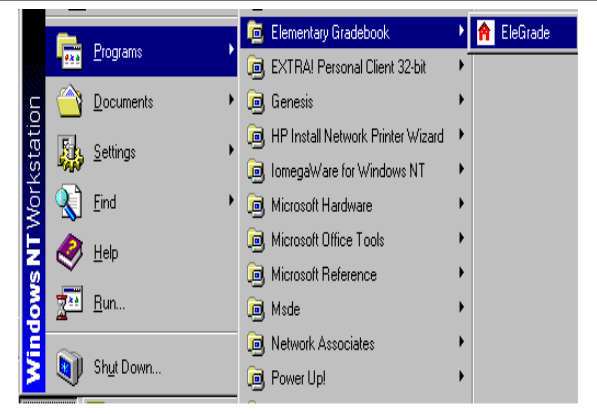
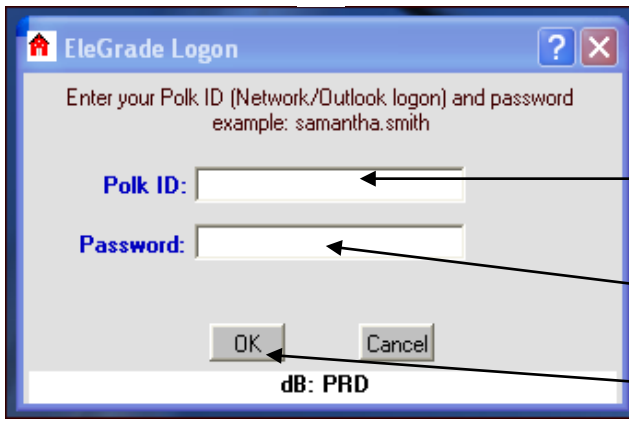
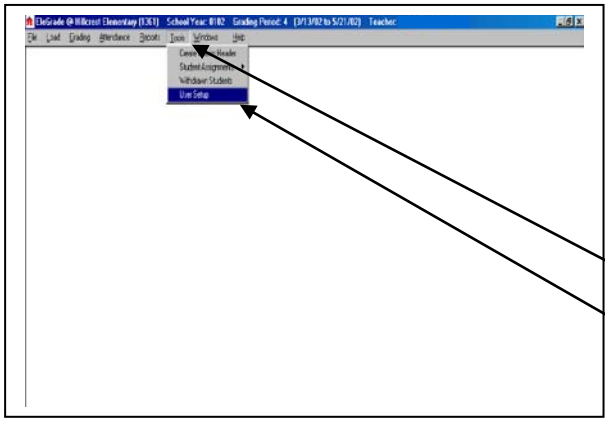
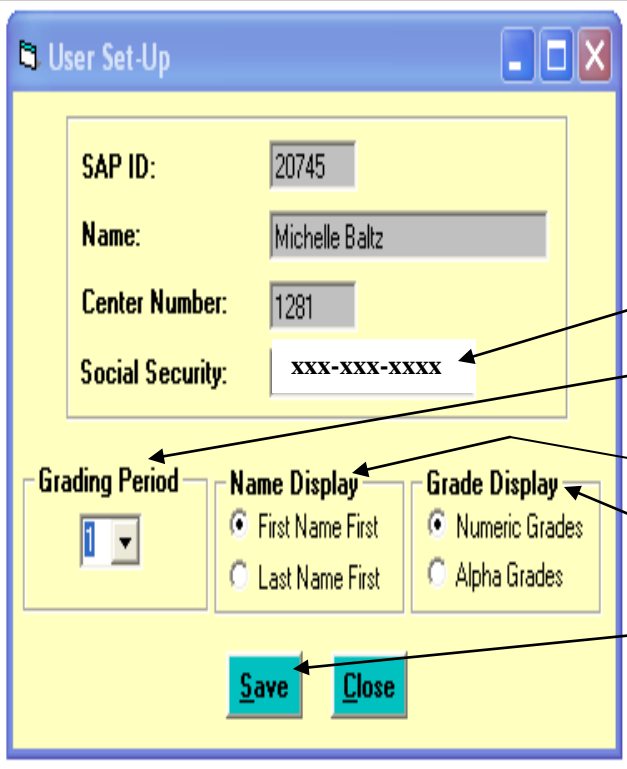
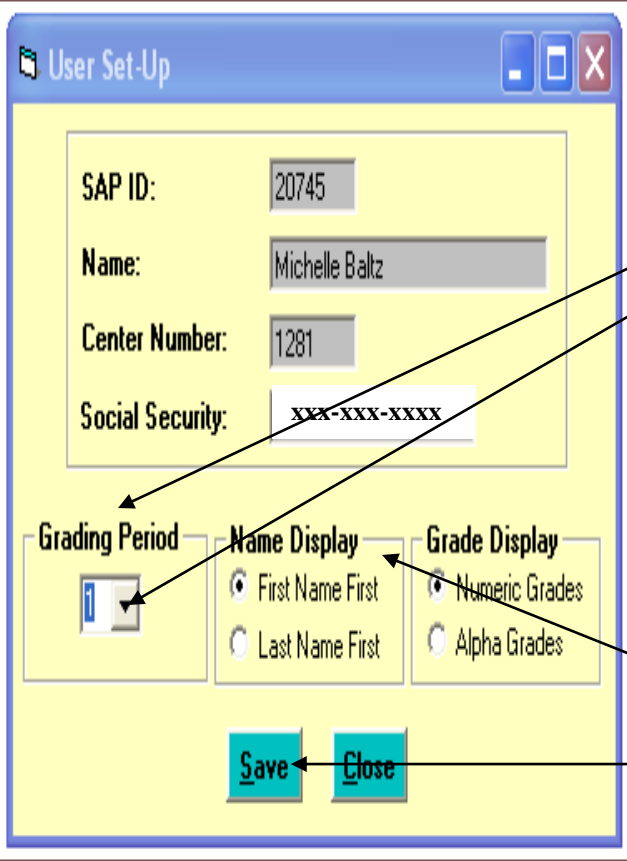


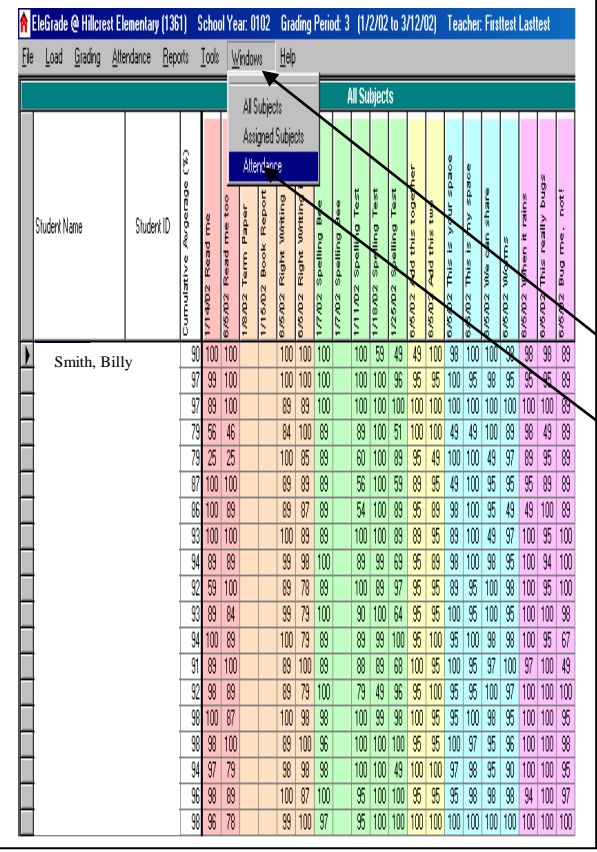
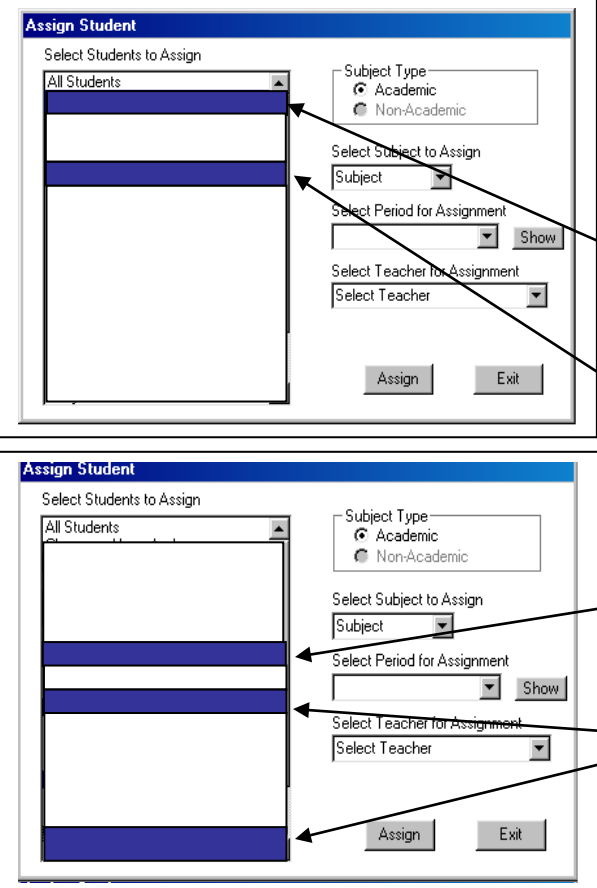
# EleGrade - Logon/User set-up/Moving between Screens/Multiple Selection/Exit

Steps	Screen Displayed	Procedures
1	 	<p><b><u>Logon</u></b></p> <p>The <b>EleGrade Grade Book</b> program can be opened in one of two ways.</p> <p><b><u>From the Desktop</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>EleGrade</b> icon</li> </ul> <p style="text-align: center;"><b>Or</b></p> <p><b><u>From the Toolbar</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Start</b> button</li> <li>• Click <b>Programs</b></li> <li>• Click <b>Elementary Grade Book</b></li> <li>• Click <b>EleGrade</b></li> </ul> <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center;"> <p><u>The loading EleGrade window is displayed.</u></p> </div>
2	 	<p>The <b>EleGrade Logon</b> screen is displayed.</p> <p><b><u>After you have been Added as a New EleGrade User (Chapter 1)</u></b></p> <ul style="list-style-type: none"> <li>• Type your <b>User Name (first.last)</b></li> <li>• Press <b>Tab</b> or <b>Enter</b></li> <li>• Type your <b>Password(Polk ID password)</b></li> <li>• Click the <b>OK</b> button or <b>Press Enter</b></li> </ul> <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center;"> <p><u>The loading EleGrade window is displayed.</u></p> </div> <p>The <b>EleGrade Menu</b> screen is displayed.</p> <p><b><u>To Change Grading Period, Grade Display Type, and Scoring Method, using the user setup screen</u></b></p> <p><b><u>On the Menu Bar</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Tools</b></li> <li>• Click <b>User Setup</b></li> </ul>

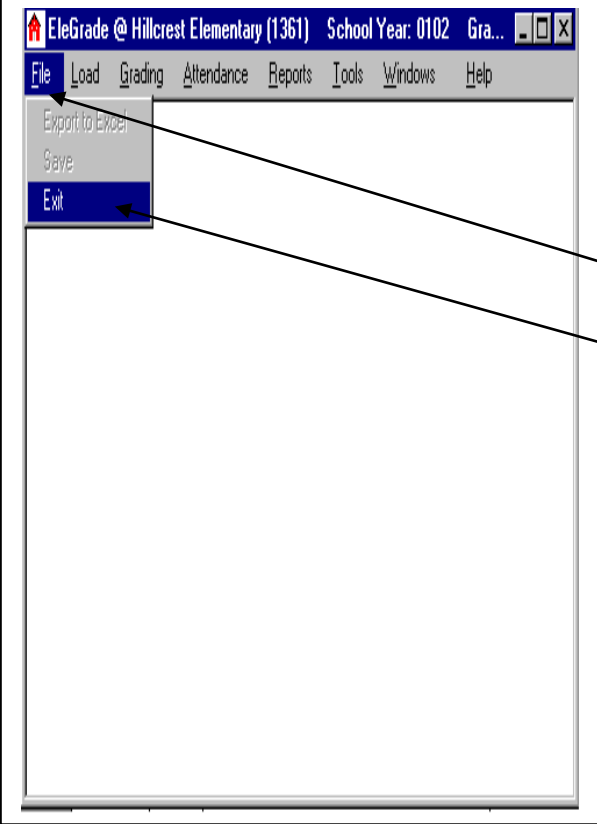
# EleGrade - Logon/User set-up/Moving between Screens/Multiple Selection/Exit

Steps	Screen Displayed	Procedures
3		<p><b>User Setup</b></p> <p>The <b>User Set-up</b> screen is displayed.</p> <p>The <b>SAP ID, Teacher Name, Center Number</b>, is displayed and cannot be changed.</p> <ul style="list-style-type: none"> <li>Type your <b>SSN Number</b> in the box</li> <li><b>Grading Period</b> defaults to the current grading period.</li> <li>Select <b>Name Display (Student)</b></li> <li>Select <b>Grade Display</b></li> <li>Click <b>Save</b> button</li> </ul>
4		<p><b>Grading Period</b></p> <p>The user can set any grading period they wish, but once the grading period has been set, only the grading items for that grading period will be displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>drop down arrow</b></li> <li>Select the <b>Grading Period</b></li> </ul> <p><b>Grade Display</b></p> <p><b>Grade Display</b> (Alpha or Numeric) cannot be changed during a grading period. Once grades are entered for that grading period, the user will have to wait until the next grading period to make the change.</p> <p><b>Name Display</b></p> <ul style="list-style-type: none"> <li>Click in the <b>Radio</b> button</li> <li>Click <b>Save</b> to continue</li> </ul>

# EleGrade - Logon/User set-up/Moving between Screens/Multiple Selection/Exit

Steps	Screen Displayed	Procedures
5		<p><b><u>Moving between Screens</u></b></p> <p>When one or more Grids have been loaded they remain open.</p> <p><b><u>To Access Open Grids</u></b></p> <p><b><u>On the Menu Bar</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Windows</b></li> <li>• Click the desired <b>Grid</b></li> </ul>
6		<p><b><u>Multiple Selection</u></b></p> <p><b><u>To Select Multiple Items from a list</u></b></p> <p><b><u>Contiguous Selection</u></b></p> <ul style="list-style-type: none"> <li>• Select the <b>Starting point</b></li> <li>• Hold down the <b>(Shift)</b> key</li> <li>• Click the <b>End Point</b></li> </ul> <p><b><u>Non-Contiguous Selection</u></b></p> <ul style="list-style-type: none"> <li>• Select the <b>First Name</b></li> <li>• Hold down the <b>(Control)</b> key</li> <li>• Make <b>Further Selections</b></li> </ul>

# EleGrade - Logon/User set-up/Moving between Screens/Multiple Selection/Exit

<i>Steps</i>	<i>Screen Displayed</i>	<i>Procedures</i>
7	 A screenshot of the EleGrade application window. The title bar reads "EleGrade @ Hillcrest Elementary (1361) School Year: 0102 Gra...". The menu bar includes "File", "Load", "Grading", "Attendance", "Reports", "Tools", "Windows", and "Help". The "File" menu is open, showing options: "Export to Excel", "Save", and "Exit". The "Exit" option is highlighted in blue. Two arrows point from the "Exit" option in the menu to the "Click File" and "Click Exit" instructions in the Procedures column.	<p><b><u>Exit/ Logoff EleGrade</u></b></p> <p><b><u>To logoff EleGrade</u></b></p> <p><b><u>On the Menu Bar</u></b></p> <ul style="list-style-type: none"><li>• <i>Click File</i></li><li>• <i>Click Exit</i></li></ul>